



Southern Adirondack Beekeepers' Association
Constitution and Bylaws

Last amended and ratified on
January 26, 2009

ARTICLE I – NAME

The name of the organization is the Southern Adirondack Beekeepers' Association.

ARTICLE II – AIMS OF THE ORGANIZATION

The objectives and purposes of the organization are to:

1. Educate beekeepers about current trends in all aspects of beekeeping.
2. Educate the public to the use of bees for pollination of crops, and for their byproducts (honey, wax and pollen).
3. Maintain awareness of all state and national laws related to beekeeping, production and marketing of honey and wax.
4. Aid in the development of programs for young people desiring to become beekeepers.
5. Present education programs in schools and for the general public.
6. Serve as a resource in the community for addressing problems and concerns about stinging insects.
7. Foster interactions with the agricultural community and other beekeeping organizations.

ARTICLE III – MEMBERSHIP

Membership in the organization shall be of two kinds: (1) active and (2) honorary.

Section A – Active Membership

1. Any person who is regularly enrolled in the association and has paid dues.
2. The active member shall be considered in good standing when:
 - a. The member attends meetings.
 - b. The member shows interest and takes part in the affairs of the association.
 - c. The member pays dues regularly and acts in a manner consistent with the ideals of the association.
3. Active members in good standing are eligible to vote in general membership meetings. One membership may cast one vote.

Section B – Honorary Membership

Shall be anyone who has rendered outstanding service to furthering beekeeping. Honorary members may be elected by a majority vote of members present at any regular meeting. Honorary membership will be for life and will not require payment of dues. Honorary members will retain voting rights for the life of their membership.

ARTICLE IV – GOVERNANCE

Section A – Officers

The elected officers of the association shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Promotion Officer, Webmaster, Newsletter Editor, and County Coordinators from respective counties.

Section B – Duties

(Note: In addition to the following duties, more detailed duties appear on the attached addendum.)

Executive Board: The Executive Board shall include Officers and County Coordinators as defined herein. It shall be the duty of this board to advise and make recommendations to the association with respect to the conduct of the activities and the purpose of the association. The Executive Board can act upon matters of immediate concern and are obligated to present their actions at the next general membership meeting.

President: To preside over the meetings of the Southern Adirondack Beekeepers' Association and over the meetings of the Executive Board. The president shall appoint all committees and may serve as Ex officio of these committees. It is also the President's duty to represent the Southern Adirondack Beekeepers' Association in all state and national meetings when possible.

Vice President: Under the direction of the President to care for the welfare of the association. In case the office of the President becomes vacant, the 1st Vice President shall assume the duties of the President, followed in turn by the 2nd Vice President.

Secretary: The Secretary shall perform the duties common to such an office and other duties as directed by the Executive Board.

Treasurer: The Treasurer shall be responsible for the custody of all funds and other assets of the organization except as otherwise directed by the Executive Board. The Treasurer shall keep records of all dues, and perform such other duties that may be described by the Executive Board.

Promotion Officer: The Promotion Officer will be in charge of notifying all press and media of association events. This officer shall be in charge of all promotional mailings and any other duties as directed by the Executive Board.

County Coordinators: The County Coordinators' duties will be to assist the Promotion Officer and Secretary in notifying current members and potential new members of the upcoming meetings and events. The County Coordinators are responsible for recruiting new members and assisting in location of and direction to meetings and any other duties as described by the Executive Board.

Webmaster: The Webmaster shall monitor the club's website to assure that it stays online, functions without flaw, and keeps the content up to date.

Newsletter Editor: Newsletter Editor shall coordinate the various aspects of the design, publication and distribution of *The Beeline*.

Section C – Nominations

The nominating committee, consisting of at least five members appointed by the President, shall present a slate of candidates at the September meeting of the even year. Said candidates must be members in good standing for at least six months.

Section D – Election of Officers

Election of officers shall be by a majority vote of the membership present at the November meeting of the even year, following the report of the nominating committee at the previous September meeting.

For an easier transition from one slate of officers to the next, there will be held a joint meeting of outgoing and newly elected officers in December of the even year. Newly elected officers will take office at the January meeting of the odd year.

Section E – Term of Office

The newly elected officers shall hold their respective offices for two (2) year term and may not hold that office for more than two consecutive terms. The County Coordinators, Newsletter Editor, and Webmaster may remain in their elected posts until voted out, they resign, or are asked to step down.

Section F – Vacancy

If a vacancy occurs, an alternate is to be proposed by the President and approved by a majority of members present at the next association meeting.

ARTICLE V – MEETINGS

Section A – Association Meetings

Regular association meetings shall be held the 3rd Monday of every other month. The January meeting shall be held on the 4th Monday. Members in good standing shall be notified by mail of time, location and substance, five days prior to the meeting.

Section B – Executive Board Meetings

The meetings of the Executive Board shall be held at such a place and time as may be prescribed by the Board. Special meetings of the Executive Board may be called at any time by the President. Notice of the meetings shall be given to each member of the Board or Association five days prior to the meeting.

ARTICLE VI – FISCAL YEAR

Section A

The fiscal year of the Association shall be the calendar year.

Section B

Books and records of the organization may be inspected by any member or members at any reasonable time. Arrangements for such inspections will be made with the Executive Board.

ARTICLE VII – DUES

Section A

Dues will be collected for the membership year beginning January 1 and ending December 31.

Section B

New members joining between September 1 and December 31 will have their dues applied to the following year.

The amount of dues is to be recommended by the Executive Board, subject to approval of the Association membership.

ARTICLE VIII – AMENDMENTS

Proposed amendments and additions to the constitution and bylaws may be submitted to the Executive Board. All proposed amendments to the constitution and bylaws shall be accepted if approved by a 2/3 vote of members present at regular Association meeting.

Southern Adirondack Beekeepers' Association

Constitution and Bylaws Addendum to Article IV, Section B

Duties of Officers

President

- Preside at Association and Executive Board meetings.
- Call special meetings as needed.
- Confer with Secretary about meeting notices and other correspondence.
- Confer with the program chairperson (2nd Vice President) about meeting notices and the program at the meeting.
- Appoint committees in cooperation with the officer responsible for certain committees.
- Represent the Association at state and national meetings or designate someone to act on his/her behalf.
- Appoint a nominating committee to present a slate at the September meeting of the even year.

1st Vice President

- Care for the welfare of the Association.
- Assume the duties of President in his/her absence.
- Be the liaison between the Association and the County Coordinators.
- Arrange for a refreshment committee for each Association meeting.
- Encouraged to become President upon the vacancy of the office of President.

2nd Vice President

- Arrange for a program at each Association meeting. Make all contacts with speakers or designate someone else to do so. Introduce the program at the meetings.
- Assume the duties of the President when he/she and the 1st Vice President are absent.

Secretary

- Send meeting notices to members, potential members, and the press.
- Maintain a current mailing list.

- Record minutes at all meetings and present them at the following meeting.
- Write correspondence on behalf of the Association.
- Confer with the President and the program chairperson to obtain information for the meeting notices.

Treasurer

- Be responsible for all funds of the Association with funds placed in a checking account.
- Keep accurate and detailed financial records for the fiscal year (calendar year).
- Present a treasurer's report at all meetings, stating all income and expenditures for the period, and a balance. Copies of the report for the officers if possible.
- Pay all bills as directed by the President and/or the Executive Committee.
- Cooperate with the webmaster when sending notices of dues payment and maintaining a paid member list.
- Provide membership cards for all dues-paying members.
- Arrange and pay for a meeting place, if necessary.

Promotion Officer

- Send press and media notices of all special events or designate someone else to do the same.
- Be in charge of promotional mailings.
- Arrange for filing application for special promotional events, e.g., Charity Bazaar, county fairs, other shows.
- Receive and act upon requests to the Association from schools and other groups for presentations about beekeeping and contact members to do the program when feasible.

County Coordinators

- Assist the Promotion Officer and Secretary in notifying (phone calls) current members and potential members of meetings and events.
- Recruit new members in their respective areas.
- Assist members with directions to the meetings and carpool when feasible.
- Confer with 1st Vice President about any matters he/she would like Coordinators to attend to.